



WARWICK TOWN COUNCIL

The Court House
Jury Street
WARWICK
CV34 4EW
Tel: 01926 411694

Jayne Topham
Town Clerk

Friday 27th January 2022

We would like to invite you to provide us with a new quote to install and remove our Christmas illuminations for Warwick Town from 2024 to 2027 as per schedule attached.

The contract also includes to provide necessary resources for the illumination switch on, as well as the 'Tree of Light' switch on ceremony and to provide a safe and secure storage for all the illumination equipment when not in use, alongside insurance.

Please can you quote for this work to be carried out at your standard weekday rate. Road closures that are required for the works will be arranged and paid for by Warwick Town Council.

Please also provide three references to accompany your quotation.

We request all quotations, and supporting information, is received by Friday 17th March 2023. Consideration will be given to the references as well as cost.

Please do not hesitate to contact us if you require any further information. Should you wish to walk around Warwick with a member of staff to have a clear understanding of works required, this is available upon request

Yours faithfully

Jayne Topham

Mrs Jayne Topham
Town Clerk at Warwick Town Council